

[click to view procedures](#)

TURTLE MOUNTAIN SCHOOL DIVISION SECTION K: EMPLOYMENT PROVISIONS	POLICY K - 6
---	-----------------

DIVISION EMPLOYEE RELATED EXPENSES

Turtle Mountain School Division will reimburse employees for approved expenses incurred while on school division business. Travel and expense reimbursement will be based on expense reimbursement rates defined in the accompanying procedures, as well as collective agreements or personal services contracts where applicable.

The Superintendent/CEO or designate shall consider and provide prior approval for professional development requests, as well as identifying approved expenses.

The Superintendent/CEO's business and professional development claims will be in compliance with the accompanying procedures and/or his/her personal services contract. The Board Chair shall approve expenses incurred by the Superintendent/CEO.

Rates to be reviewed in November of each year by Committee of the Whole.

Cross Reference: Procedure K – 6 (Expense Claim Form)		
Amended Date: March 23, 2022	Policy Review Date: February 9, 2022	Page 1 of 1